21st July 2010

Pompallier Catholic School

Tutor teacher meeting minutes

Richard Wilkinson TT – tutor teacher

Stacey Cutler PRT – Provisionally registered teacher.

Points of discussion

* Planning
* Wednesday’s meeting’s
* End of year 1
* Writing starters for year 2
* RE time allocation

Discussed ‘What’s on top’

Stacey’s planning has been handed to KC, these included

1. RE – Sacrament strand as the DVD for the church strand has not been produced as yet.
2. Phonics – spelling focus words for the entire class, including extension words.
3. Class planning of a typical week
4. Marg is at present planning the ‘Church strand’ this has not been received as yet. Marg is also planning the Numeracy for the class for term 3. Stacey mentioned her concerns regarding the coverage of numeracy strategies and knowledge that has been included in the planning. She was advised by KC to reduce the number of LO’s to ensure that we provide good quality learning as opposed to just coverage. Stacey will look at covering some of the LO’s and will also includes an IKAN sheet for each group in their scaffold books. Richard supported the idea of focussing on less as opposed to more.
5. Stacey did voice her concerns regarding the planning process for Numeracy; she would prefer to have a more inclusive role here instead.
6. Richard to follow up with Marg regarding the church strand planning.

BT meetings will take place fortnightly as from week 3 as the time in the morning could be better used in classroom preparation. Meetings can and will be called as needed also by either Stacey or Richard.

Richard gave a copy of the time allocation for her class with an explanation of the minimal/prime teaching times.

Stacey will complete her first full year of registration at the conclusion of term 3.

During the holidays Stacey spent time in the class looking through resources, planning and reading professional readings. She has found this very helpful and is looking forward to term 3.

Richard assisted Stacey with ideas regarding teaching persuasive or argument writing to juniors.

Meeting closed at 9am